



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	All Persons Interested
2	<b>Job Classification</b>	ACCOUNTANT SUPERVISOR
3	<b>Posting Number</b>	PN# 101992
4	<b>Department</b>	Finance and Administration
5	<b>Division</b>	Administrative Services Division
6	<b>Section</b>	Business Office
7	<b>Reporting Location</b>	611 Walker, 13 <sup>th</sup> Floor
8	<b>Workdays &amp; Hours</b>	M - F, 8:00 a.m. - 5:00 p.m.
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Supervises, plans, organizes, and coordinates accounting activities and performs complex accounting work for multiple departments. Prepares reports at management's request. Supervises, trains, evaluates and provides guidance to staff engaged in recording, adjusting, categorizing, summarizing, and analyzing financial data, receiving, and fixed assets. Ensures that accounting entries, adjustments, and totals are prepared accurately and recorded in accordance with departmental and citywide procedures and directives. Reviews, prepares, corrects, and approves payment and other related documents. Responds to vendor inquiries and complaints. Provides revenue / expenditure projection/reconciliation and other analytical information to management for use in decision-making and planning activities. Any other special projects assigned.	
10	<b><u>WORKING CONDITIONS</u></b> The position is physically comfortable.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's Degree in Accounting, Business Administration or a closely related field such as Finance, with a minimum of 18 hours in accounting.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Five (5) years of experience as a professional accountant are required. Professional accounting experience may substitute for the education requirement on a year-for-year basis, except for the required minimum of 18 hours in Accounting. A Master's Degree in Accounting, Business Administration or a closely related field, such as Finance, may substitute for two years of the experience requirement.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> None	
14	<b><u>PREFERENCES</u></b> Strong skills in PC, Microsoft Office. Knowledge in the City's budget system & financial system. Supervisory experience. Excellent communication skill. CPA preferred.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> The department may administer a writing/spreadsheet/access/accounting assessment.	
16	<b><u>SAFETY IMPACT POSITION</u></b> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 24 \$1,419 - \$1,961 Biweekly    \$36,894 - \$50,986 Annually</div>	
18	<b><u>OPENING DATE</u></b>	December 22, 2004
19	<b><u>CLOSING DATE</u></b>	Open Until Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-99496.</b>	
An equal opportunity employer		